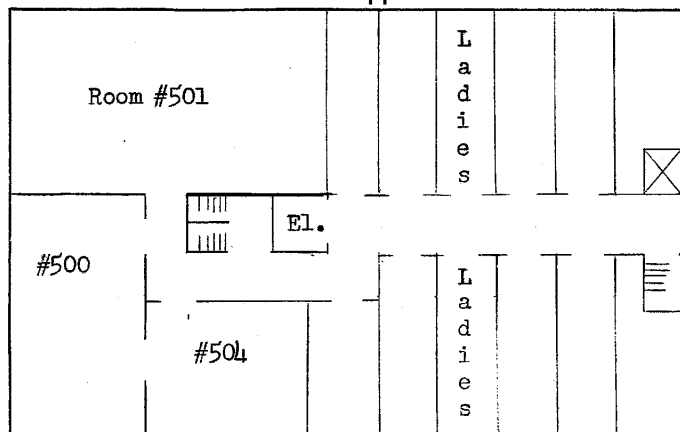


FLOOR PLAN

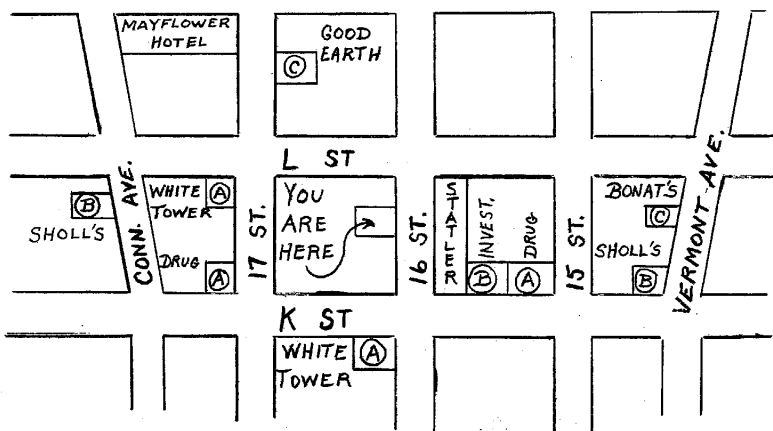
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FILING WORKSHOP

16 November 1959

LOCAL DINING FACILITIES



(A) Sandwich Shops (B) Cafeterias (C) Restaurants

Shuttle Bus at 5, 20, 35, & 50 minutes after the hour

by
Office of Training
in cooperation with
Records Management Staff

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WORKSHOP SCHEDULE

STAT

9:30 am WELCOME

[REDACTED]
Acting Chief, Clerical Training

FILING FACTS AND BACKGROUND

[REDACTED]
Chief, Records Management Staff

STAT

THE SUBJECT NUMERIC SYSTEM

Introduction to the System
Explanation of Subject and Case Files
Use of the Filing Handbook

Coffee

Classification of Letters
Forms as Filing Aids

[REDACTED]
Instructor, Clerical Training

STAT

1:00 pm ONE VIEW OF FILING

Slides
Records Management Staff

INSTALLING A FILING SYSTEM

[REDACTED]
Records Analyst, Records Mgt. Staff

STAT

Break

FILING CLINICS

[REDACTED]
Records Analysts, Records Mgt. Staff

STAT

CRITIQUE

Students

A Filing Workshop
on the
Subject Numeric Filing System

The morning sessions
are designed to review
the system of subject numeric filing
and
methods of classifying and filing records

The afternoon sessions
include instructions
for installing a new filing system
Clinics will be conducted
to help examine Office filing ills
presented by the students

Handbooks and guide materials
are distributed
for the students to keep and to use
in their Offices
in an effort to improve
existing filing techniques and procedures